



PERSONAL INFORMATION

Name	Daniela De Angeli
Address	10, Via Aldo Moro, 40016 San Giorgio di Piano (BO)
Telephone	Tel: +39.392.8668618
Fax	+39.51.74531155
E-mail	d.deangeli@yahoo.it
Nationality	Italian
Place and date of birth	Rome, 16th February 1953

WORK EXPERIENCE

1984 - TODAY

Translation experience from English and from German into Italian in the following areas:

- **Telecommunications**
- **Automotive industry**
- **Mechanical engineering**
- **Electrical engineering**
 - Feasibility studies
 - Technical specifications
 - Operator's manuals
 - User manuals
 - HW and SW manuals
 - Test certification for equipments
 - Sw applications and requirements
- **Management, Human Resources, Company Organization and Marketing**
- **Business / Commerce / Economics**
- **Psychology / sociology**
- **Banking system / insurance**
- **Healthcare, Environment, energy saving products and devices**
- **Law (Contracts, tenders, bids and other EEC legislative and regulatory texts).**

2005 - TODAY

Teaching in the following areas:

- ♦ **Secretarial skills:** company structure and organization, tasks management using IT, telephone and written communication.
- ♦ **Foreign Sales Department:** Business English, effective communication and selling, economy globalization, International commerce and marketing, commercial law, international contracts, business organization, Chamber of Commerce, Customs Office, ICE – *National Institute for International Business*, TED – Tenders Electronics Daily.
- ♦ **English / German:** base, intermediate, business.
- ♦ **Conferences and events' organization**
- ♦ **Office:** Word, Excel, Power Point, Access
- ♦ **Conferences and events organization**
- ♦ **Office:** Word, Excel, Power Point, Access
- ♦ **Safety in the workplace**
- ♦ **The labor market**
- ♦ **Translate for life** CAT tools, bookkeeping, Internet research, building a customer base, marketing... are just some of the topics covered in this course, which aim to help and support translators in their work and in their professional development.
Workshop on the use of CAT Tools.

1998 - 2005	NextiraOne Italia S.p.A., Roma - Bologna , Italy Sector: Commercialization of telecommunication products (voice and data) Business Division – Account Management Contact point for customers and company sales people.
1992 - 1998	Alcatel Italia S.p.A., Roma, Italy Sector: Business Division - Telecommunications Assistant to the Division Management, to support managers of the following areas: P.R. and Conference Organization, Marketing and International commerce.
1976 - 1991	Industrie Face Standard Spa, then Alcatel Italia Spa, Pomezia (Roma), Italy Sector: Research Centre - Telecommunications Assistant to the Research Centre Management, having the following areas responsibilities: <ul style="list-style-type: none"> - Meetings Organization and Communication - Stages Program for students - Translations - Planning and Budget - Contracts financing and consultants
EDUCATION AND TRAINING	
1997 – 2010	Translating English and German literature for young readers Literary and technical translation workshop Leadership in films Translating: from books to films Public Speaking Selling Techniques Motivation Time Management Communication techniques and P.N.L. Self analysis and realization Safety and Health at work Courses attended for personal interest
1976 - 1990	The Search for Excellence Management Team Workshop Managers and Organization Introduction to Communication Courses organized for the Research Centre staff as part of the company educational project
1977	Advanced School for Interpreters and Translators, Rome - Italy Qualification: Interpreter and translator English - German
1971	F. Enriques High School (Scientific Sciences), Rome - Italy Qualification: High School Degree in Scientific Sciences
SKILLS AND COMPETENCES	
LANGUAGES	Italian (Mother tongue), English, German
INFORMATICS	Word, Excel, Power Point, Adobe Reader, SAP Tag-editor, Trados 2007/2009, Trados Studio
ADDITIONAL INFORMATION	I hereby authorize the release of personal data, in accordance to Italian Law 196/2003 in relation to the present CV